

Issued October 31, 1939.

UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATIONSOUTHERN DIVISION

## 1939 RANGE CONSERVATION PROGRAM - SOUTHERN REGION

## SOUTHERN REGION BULLETIN 353

INSTRUCTIONS FOR FILLING OUT APPLICATION FOR PAYMENT  
(FORM SR-355)

## GENERAL

Each ranch to be covered by a Form SR-355, "Application for Payment" (hereinafter referred to as form 355 or application), must have been covered by a Form SR-351, "Application for Determination of Grazing Capacity," within the time limit for accepting such forms, and must cover the same land as is included under a single Form SR-352, "Report on Examination of Range Land" (hereinafter referred to as form 352), and a single Form SR-354, "Performance Report" (hereinafter referred to as form 354).

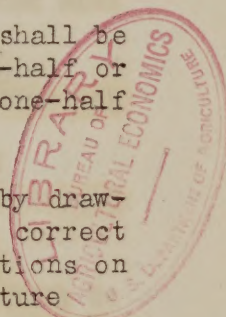
The entries to be made on form 355 in the county office and by the applicants have been indicated by dotted lines. Where a given space has been indicated for such an entry but is not applicable to the ranch in question, it shall be left blank unless these instructions otherwise state.

Acreages and other units of range-building practices shall be expressed in whole numbers only. Fractions amounting to one-half or less shall be dropped, and fractions amounting to more than one-half shall be considered as a whole number.

Any correction in the data on Form 355 shall be made by drawing a light line through the original entry and entering the correct data immediately above or beside the original entry. Corrections on form 355 should be initialed by the committeeman whose signature appears in Section V thereof. If such committeeman cannot be located for the purpose of initialing the correction, such correction may be initialed by another member of the county committee, provided the committeeman who initials the correction also affixes his signature in section V below the original signature.

Form 355 shall be executed in quadruplicate. The original and all copies, with inserted carbons intact, shall be submitted to the State office. The second and third copies of form 355 will be returned to the county office after computations have been made thereon. The third copy should then be delivered to the ranch operator and the other retained in the county office files.

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EXECUTION OF FORM 355

Section I.- Representations and Application for Payment: Each applicant should familiarize himself with the provisions of Section I (which appears on the reverse side of form 355), since it contains the representations upon which such applicant is basing his claim for payment.

Heading: Enter the State and county code and ranching unit serial number and the name of the county in the spaces provided in the upper right corner. The serial number will be the same as the serial number on the corresponding forms 352 and 354.

Do not enter the transmittal number.

Section II.- Practices and Payments - Item 1: Enter the total acreage of range land in the ranch, as shown on the line immediately above Section I of form 352 following the words "Range land exclusive of farm land."

Item 2: Enter the grazing capacity of the ranch (expressed in animal units), as shown in line 18, column F, Section II of form 352.

Item 4(a): Enter in the applicable spaces either "Yes" or "No", depending upon (1) whether additional requirements have been established for this practice and (2) if so whether such additional requirements have been fully met. This information will be taken from Section III of form 354.

Item 4(b): Enter the acreage on which practice number (a) was carried out, from Section IV of form 354.

Item 5(a): Enter in the applicable space the acreage on which practice number (b) was carried out, from Section IV of form 354.

Item 5(b): Enter in the applicable space the number of pounds of seed sown in connection with practice number (b), from Section IV of form 354.

Item 6(a): Enter in columns B, C, D, and E, respectively, the total material moved in the construction of each earthen tank or reservoir, from Section II of form 354. It must be kept in mind that the data for each tank or reservoir is to be listed separately.

Item 7(a): Enter in columns B, C, D, E, and F, respectively, the total material moved in the development of each natural watering place in soil or gravel, from Section II of form 354. It must be kept in mind that the data for each tank or reservoir is to be listed separately.

Item 7(b): Enter in columns B, C, D, E, and F, respectively, the total material moved in the development of each natural watering



place in rock, from Section II of form 354. It must be kept in mind that the data for each natural watering place is to be listed separately.

Items 8 through 11 and 12 through 15, columns A and E: Enter in lines 8 through 11, column A, and lines 12 through 15, column E, the practice numbers of all approved range-building practices (other than practices numbered (a), (b), (g), and (j) carried out on the ranch, from Section IV of form 354.

Items 8 through 11 and 12 through 15, columns B and F: Enter in lines 8 through 11, column B, and lines 12 through 15, column F, the extent (expressed in acres, linear feet, cubic feet, or cubic yards) to which the practices listed in columns A and E were carried out, as shown in the column headed "Extent of Practice", in Section IV of form 354.

Section III. - Interested Persons and Division of Payment -  
Items 18 and 21, column A: Type or print the name and regular mail address of each ranch operator who is entitled to share in the payment. The name of each such operator should be in the form in which he customarily signs business documents.

Items 18 and 21, column B: Enter the percentage of the total payment to which each operator is entitled, in accordance with the agreement of all operators entitled to share in the payment. If the operators are unable to agree upon the division of the payment, the county committee shall determine the percentage share of the payment to which each such operator is entitled.

Items 20 and 23, column A: Enter the word "Yes" or "No", whichever is applicable. "Yes" shall be entered in this space under either of the following circumstances:

(1) If the applicant is interested in any farm or in any other ranching unit in the county with respect to which he will file an application for payment under the applicable 1939 program.

(2) If the applicant is interested in any farm or ranching unit in other counties in the State (or in farms, ranching units, or turpentine places in other States - including Alaska, Hawaii, and Puerto Rico - if he is other than an individual, partnership, or estate) with respect to which he will file an application for payment under the applicable 1939 program.

Where "Yes" is entered and the applicant has not already executed a Form SR-321, "Multiple Farm Report," in connection with the agricultural conservation program, he must execute a Form SR-321 (in accordance with the instructions set out in SRB-305A) and the same must be forwarded to the State office before or at the time the first form 355 is submitted for such applicant.

"No" should never be entered in this space until the applicant himself has indicated that he has no interests in other counties (or



States, if applicable). The county office ordinarily has records on which to answer the question insofar as the applicant's interests within the county are concerned, but ordinarily its records do not cover such person's interests outside the county.

Items 20 and 23, column BC: (Assignments made on Forms ACP-69 and requests for set-off made on Forms AAA-372 are placed on the same footing where both have been filed in connection with the same payment, and therefore the one first filed in the county office shall be honored.)

In the case of an assignment, enter the name and address of the person to whom the assignment was made. Such assignment shall not be recognized, however, unless the assignee has executed Part II of Form ACP-69 and it is shown therein that part or all of the amount advanced still remains unpaid. If more than one assignment has been made with respect to the same payment, only the first assignment filed in the county office and remaining unpaid at the time the form 355 is executed shall be honored.

In the case of a request for set-off, enter the notation "AAA-372" in the space for the name and address of assignee. If more than one Form AAA-372 has been executed with respect to the same payment, only the first such form filed in the county office shall be honored.

The applicable Form ACP-69 or AAA-372 shall be attached to and submitted with the form 355 to the State office.

If there is no outstanding assignment and no request for set-off has been filed in connection with the payment, the word NONE must be entered.

Items 20 and 23, column D: Enter the amount of the assignment remaining unpaid at the time the form 355 is executed, from Part II of Form ACP-69, or the amount shown on Form AAA-372, whichever is applicable.

If the amount shown in Part II of the Form ACP-69 exceeds the amount in Part I of the form, the assignment shall not be accepted unless the excess amount represents interest charges (at not more than the maximum rate chargeable under the law of the State in which the ranching unit is located) originally provided for in Part I of the form. The county office shall check the amount shown as accrued interest in Part II of the form, to determine that such amount was computed at a rate of interest not in excess of that specified in Part I thereof and for a period not exceeding that during which the amount advanced remained unpaid, counting up to not later than the date Part II of the form was executed.

Items 19 and 23, column A: After all necessary data have been entered thereon the signature of each applicant shall be affixed on the original form 355 in ink or indelible pencil. Under no circumstances shall an operator be requested or allowed to sign an application in blank. The operator's signature must agree with his name as it



appears in line 18 or 21, and must be in the original handwriting of such operator or his duly authorized representative. Traced signatures, carbon impressions, and facsimile signatures on the original form 355 are not acceptable.

Signatures on form 355 should be affixed in accordance with the instructions set out in ACP-16, "Instructions on Signatures and Authorizations." The county committee is charged with the responsibility of determining that a person who signs an application in a representative capacity has the proper authority so to act. The signing of form 355 by a member of the committee shall constitute the certification of such committee that each person who signs the form in a representative capacity does possess the necessary authority. In the event the members of the committee do not have the personal knowledge that each such person has proper authority, they should require such person to submit evidence of his authority. (See ACP-16 and AAA Forms 379, 380, 381, and 382 as to what constitutes acceptable evidence of such authority.) If a power-of-attorney is now on file in the county office, it is not required that another power-of-attorney on the applicable AAA form or a similar form be secured for substitution unless the authorization now on file is found to be inadequate. No written evidence of authority need be attached to the form 355 when it is submitted to the State office for payment.

Each signature by mark must be witnessed by one disinterested person, whose signature must be in the original and handwritten. It is not required that signatures be witnessed unless they are made by mark.

If any ranch operator who otherwise would share in the payment refuses to sign the form 355, a statement by such person, setting forth fully his reason for refusing to sign, should be attached to the form 355. If such statement cannot be obtained, there should be attached a statement signed by the association secretary indicating the efforts which have been made to secure the signature and statement of such ranch operator. If, for any other reason, the signature of any person who otherwise would share in the payment cannot be obtained, the reason for the failure of such person to sign should be written in the space where his signature would otherwise have been affixed and such entry initialed by the association secretary. (Payment may be made later to any such ranch operator if, within the time limit for accepting applications, he submits an application on a supplemental form 355 properly executed by him. The basic data on the supplemental form 355 must be identical with those on the original application, except that the letters "Supp." should appear in the upper right corner immediately following the ranching unit serial number. Such supplemental form 355 need not be signed by any ranch operator whose signature was affixed to the original application, but must be signed by the operator submitting it and by the association secretary and a member of the county committee.)

Section IV. - Approval of Association Secretary: After all necessary data have been entered on form 355 and the signatures of applicants affixed thereto, the association secretary shall examine the application



and if he finds it to be in proper form, shall indicate his approval by affixing his signature in the space provided. If it is found advisable (and such designation has not already been made), the county committee may designate one or more persons employed in the office of the association to perform the duty of approving applications for payment and related documents on behalf of the association secretary. Such designation shall be made in accordance with the instructions set out in SRB-305A.

Section V. - Certificate of County Committee: After all necessary data have been entered on and the signatures of applicants affixed to form 355 and the same has been found correct by the association secretary (as evidenced by his signature in Section IV of form 355), the application shall be placed in the hands of the county committee. If the committee finds that the data on form 355 have been correctly entered and that the persons making application for payment are eligible under the provisions of the 1939 Range Conservation Program to receive payment with respect to the ranching unit covered by the form 355 in question, it shall authorize one of its members to affix his signature in Section V thereof on behalf of the committee. Such committeeman must not be a near relative of any interested person shown on form 355 or have any sort of financial interest in the ranching unit covered by the application. The date the county committeeman signs the application shall be entered in the space provided preceding his signature.

The county committee shall not approve payment to any applicant whom it finds:

1. Has knowingly planted cotton in 1939, or caused cotton to be planted in 1939, on any farm in which he has an interest, in excess of the cotton acreage allotment established for such farm; or
2. Has in 1939 decreased the stand of grass or injured the forage, tree growth, or watershed by overgrazing on any ranch which he owns or operates; or
3. Has adopted any practice which tends to defeat any of the purposes of the 1939 Range Conservation Program, or which, with respect to forest land or woodland owned or controlled by him, is contrary to sound conservation practices; or
4. Has, through any device whatsoever, offset, in whole or in part, any performance, reported on the form 355; or
5. Has adopted or participated in adopting any scheme or device, including the dissolution, reorganization, or formation of any corporation, partnership, estate, trust, or by any other means, which was designed to evade, or would have the effect of evading, the limitation of payment (to \$10,000) set out in Section 9 of SRB-351.

If the payment of any person is disallowed for one of the above reasons, the words "Not eligible for payment" shall be written in the line for his signature in Section III of form 355 and a statement, signed



by at least two members of the county committee explaining why such person is not entitled to payment, forwarded to such person and a signed copy of such statement submitted with the form 355 to the State office. If the person whose payment is disallowed feels that the county committee has erred in its determination, he may submit an appeal in accordance with the provisions of SRM-310.

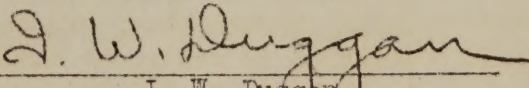
If it is found that a ranch operator who is applying for payment on form 355 has in 1939 made any change in the leasing arrangements of range land which were in effect on the ranching unit in 1938 (or has employed any other scheme or device whatsoever) for the purpose of, or which would have the effect of, depriving any other person of any payment or share therein to which such other person otherwise would be entitled, the county committee shall attach a complete report of its findings, together with its recommendations, to the form 355, showing the percentage share of the payment to which the ranch operator would have been entitled had the change in leasing arrangements not been made or the scheme or device not been employed.

Transmittal of Applications to State Office: Before submitting form 355 to the State office, each such form should be carefully checked to determine that:

1. All data have been correctly entered.
2. Any corrections have been properly initialed.
3. Either the word "None" or the correct amount of assignment (or set-off) has been entered in lines 20 and 23, column D for each ranch operator.
4. Each ranch operator has signed the form 355 or there is a proper explanation as to why he has not done so.
5. The signature of each ranch operator is genuine and agrees with his name as typed or printed in line 18 or 21.

Form 355 shall be listed on Form SR-315, "Transmittal Sheet," for submission to the State office.

Issued October 31, 1939, with the approval of the Acting Administrator.

  
I. W. Duggan,  
Director, Southern Division.

